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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 13 August 1953

FROM : Chief, Coordination and Requirements Staff

SUBJECT: Weekly Report Covering the Period 6 August to 12 August 1953

## 1. General

a. Materiel Reference Data Manual (continued) Preparation of additional data for inclusion in the manual has been delayed by reason of personnel attending full time course of instruction and personnel on leave.

b. Revision of FY 1954 Forecast of Materiel Requirements (completed) The gross materiel requirements, submitted by the area divisions in connection with a revision of their FY 1954 budget estimates, have been processed to reflect quantities and costs of gross materiel requirements, inventory applications and net requirements. Tabulations reflecting the above information have been forwarded to the respective area divisions.

c. Shopping List of FY 1954, dated 7 August 1953 (new and completed) A Shopping List has been prepared based on the gross materiel requirements submitted by the area divisions in connection with a revision of FY 1954 budget estimates. The gross requirements were adjusted by inventories which were in excess of the quantities needed to satisfy the requirements determined for world-wide man-strengths on the basis of the T/O & E recommended by the PM Staff. Inventories in excess of the T/O & E requirements were applied against the area division gross requirements and the resultant net requirements comprise the major portion of the Shopping List. Also, the list includes approximately 600 additional items requested by the Supply Division. Copies of the Shopping List have been forwarded to the Chief of Logistics and the Supply Division.

d. Master IBM Supply and Requirements Deck (continued) A proofrun of the master supply and requirements deck against the Catalog IBM Deck disclosed numerous duplications within the Catalog Deck which must be eliminated prior to submitting a reproduced master deck to the Far East Headquarters overseas. It is estimated that another week will be required to clean up the decks.

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e. Requirements for Guerrilla Warfare Support According to T/O & E's Recommended by the Paramilitary Operations Staff (continued) A tabulation of the T/O & E data now on IBM cards has been delayed by reason of personnel on leave.

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f. Surplus Stocks (continued) A plan for the determination of possible surplus stocks at [REDACTED] has been developed and is undergoing further study.

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g. Revision of Form No. 431 (continued) Instructions for forecasting materiel requirements on Form Nos. 36-254 and 36-255 (which supersede Form No. 431) have been completed. It is expected that the instructions and forms will be finalized for submission to the DD/P-Admin. and other offices within the next several days.

h. Agency Capabilities in Major Operational Areas (continued) A tabulation reflecting quantities of ten major categories of materiel, under Agency control in four major operational areas, has been prepared. A further study of the project is being made prior to submission of the data to the Chief of Logistics.

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i. Air Operations Course (continued) [REDACTED] has completed the four week course. A report is being prepared regarding logistical problems encountered during the course relative to parachutes, containers, shipments of materiel, etc. The knowledge obtained will be of considerable value to [REDACTED] in the accomplishment of assigned tasks.

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j. Airfield (new and completed) A supplement was prepared and forwarded to the Chairman of the World Base Committee concerning the limitations of the [REDACTED] airfield.

k. Shipment of LCM's (continued) No additional information has been received.

l. Manpower Study of Administrative Functions (continued) A workload survey has been made of the logistical activities of the EE Division. A report is being prepared and determination of required staffing will be made in the near future.

2. Projects and Studies in Process

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a. Ammunition at [REDACTED] (continued) A representative of the Supply Division on TDY at [REDACTED] reports that the processing of arms and ammunition destined for shipment to [REDACTED] is progressing according to schedule.

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b. R & D Special Devices for [REDACTED] Mission (continued) A cable was dispatched to the [REDACTED] regarding the shipment of special devices and R & D items to that area. This materiel is being packed and shipment is being held in abeyance until a reply to cable has been received regarding point of delivery and availability of storage facilities for this materiel.

c. Logistical and Operational Planning Manual (continued) Comments on the draft manual have been received from the SE and NEA Divisions.

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e. Supply

(continued) A draft T/O & E for the proposed [REDACTED] is being coordinated with the Supply Division, LO and the PM/LOG.

3. Other Items of Interest (All items are of a non-recurring nature)

a. NEA

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Action was taken to assure the Division that items required for training purposes by Project [REDACTED] on various requisitions would be available for loading aboard the [REDACTED] due in from [REDACTED].

b. SE

Assistance was given in locating and shipping a quantity of [REDACTED]s were obtained from TSS and are the OSS type. New type [REDACTED] are still in development and will not be available for three (3) months.

c. FE

(1) Attended a meeting with the Chief, FE/LOG, the Chief, C & R Staff and representative of DD/P-Admin. on urgent need for allocation of materiel. As a result, [REDACTED] Supply Division, will prepare a listing of controlled items (regulated items) and also an outline of the method the Logistics Office will follow in allocating these items.

(2) Attended a meeting with FE/LOG and the Supply Division to determine how copies of requisitions would be distributed to [REDACTED] The Supply Division [REDACTED] prepare covering pouch and forward to FE/LOG in condition for immediate field dispatch. This will eliminate at least two (2) weeks lag at Headquarters.

(3) Attended a meeting with [REDACTED] the Security Office and the PM Staff to decide how the [REDACTED] Program would be controlled and supported in the future. It was determined, and concurrence was obtained from those present, that CIA will support [REDACTED] in accordance with a staff study to be jointly prepared by [REDACTED] When this paper is approved by the DD/P it will serve to guide future actions.

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(4) Obtained the Logistics Office consideration and approval of an extended TDY of 30 days for [REDACTED] A6a

d. WE

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(1) Attended a meeting relative to difficulties in getting shipping advice to Western Europe field stations on movements to that area. [REDACTED] Transportation Division, will review the present procedures, document distribution and recommend corrective measures if necessary.

(2) Assisted in acquiring urgently needed selenium rectifiers which are in short supply. The supplier was requested to set aside two (2) each for pick-up and delivery.

e. WH

The WH Division logistics officer is on vacation and the area coordinator is assisting that office to carry on its affairs in his absence.

f. SR

(1) Assisted the Division with assurance that 10% inspection of Cargo No. 42745A was made prior to shipment.

(2) Obtained information regarding issue of bullet-proof vests.

g. Office of Communications

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Attended meeting on the [REDACTED] Project. The Office of Communications has been working for three (3) years on this project without reference to the Logistics Office. The Real Estate and Construction Division is involved to a great extent and must now make contact with [REDACTED] personnel previously contacted by the Office of Communications.

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i. Military Liaison

(1) Obtained information for the FE Division with reference to individual combat field-type items such as entrenching tools, clothing, etc. Cost, availability and substitute items were furnished

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(3) Coordinated request with reference to Agency inquiry  
covering travel of dependents and effects [REDACTED]

(4) Obtained information and advised AMD/PM with reference  
to availability of specific USAF [REDACTED]

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